

**VISITING
REGULATIONS**

1. **PURPOSE AND SCOPE:** Inmates are encouraged to receive visits by family, friends and community groups. This maintains the morale of the inmate population and develops a closer relationship between the inmate and family members, as well as members of the community. This institutional supplement is an outline of procedures and guidelines at FPC Yankton, South Dakota, for inmate visits.
2. **DIRECTIVES REFERENCED:**
 - a. Program statement 5267.07, dated April 14, 2003, entitled "Visiting Regulations", is referenced.
 - b. Program statement 5510.9, dated March 6, 1998, entitled "Searching, Detaining, or Arresting Persons Other than Inmates", is referenced.
 - c. Program statement 1315.07 dated November 5, 1999, entitled "Legal Activities, Inmates", is referenced.
 - * d. Institution supplement 5267.7, dated October 22, 2003, entitled, "Visiting Regulations", is rescinded.
3. **STANDARDS REFERENCED:** American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4255.
4. **PROCEDURES:**
 - * a. **REGULAR VISIT:** An inmate desiring to have regular visitors must submit a list of proposed visitors to his unit team who will then compile an approved visitors list for each inmate. Prior to non-immediate family members being approved, the appropriate NCIC transaction will be completed. The visiting privilege will ordinarily be extended to friends and associates having an established relationship with the inmate prior to confinement. The Warden may approve exceptions to this requirement under special circumstances and on a case by case basis. The inmate will be notified in writing of the reason(s) for the denial of a requested visitor via Attachment E. The inmate has the responsibility of notifying the

visitors on his approved list of the approval or disapproval and is expected to provide all approved visitors with a copy of the visiting guidelines and directions for transportation to and from the institution. In addition to immediate family members, visiting privileges may ordinarily be extended to 10 additional adults (16 years and older) having an established relationship prior to confinement.

A visitor may be placed on only one inmate's visiting list. The only exception considered will be in the case of family members (brothers, father/son, etc.) incarcerated at Yankton. Approval by the Associate Warden will be considered upon individual cases with supporting documentation.

The A & O Handbook and initial visiting list are distributed during the intake screening interview. Requests for additions and/or deletions of visitors may then be submitted every six months.

Visiting regulations (Attachment A) and Transportation Information (Attachment B) will be given to the inmate in their Admission and Orientation programs.

- b. ATTORNEY VISITS: Attorneys will be required to provide proper identification prior to the visit. Proper identification includes, but is not limited to, a driver's license and attorney's bar card. Attorneys will be required to indicate they are licensed attorneys. Normally, a State Bar Association Card will be sufficient. The "Notification to Visitor" and "Attorney-Client Agreement" forms will be completed prior to visiting the inmate.

Attorney/inmate visits will be afforded auditory privacy.

If they are unable to visit during scheduled visiting times, attorneys are required to notify the institution to make arrangements with unit staff prior to visiting.

- * c. SPECIAL VISITS: Requests for special visits will be arranged through the inmate's unit team and approved by the Warden utilizing (Attachment C). These are visits normally requested at other than normal visiting hours and include parole advisors, requests for more than allowable visitors at one time, and attorneys. These are unscheduled visits, not included in the inmate's visiting list. A member of the inmate's unit team will be responsible for supervising approved special visits.
- d. HOLDOVER VISITS: The Warden may limit to the immediate family of the inmate visits during the admission and orientation period or for holdovers where there is neither a visiting list from a transferring institution nor other verification of proposed visitors.
- e. BUSINESS VISITS: No inmate is permitted to engage actively in a business or profession. An inmate who was engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over the operation of a business or profession to another person, there may be an

occasion where a decision must be made which will substantially affect the assets of prospects of the business. In such cases, the Warden may permit a special visit.

- * f. **CONSULAR VISITS:** Whenever it has been determined that an inmate is a citizen of a foreign country, the Warden may permit the consular representative of that country to visit on matters of legitimate business. An inmate's disciplinary status does not affect this privilege. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.
 - g. **VISITS FROM REPRESENTATIVES OF COMMUNITY GROUPS:** The Warden may approve as regular visitors, for one or more inmates, representatives from community groups such as civic and religious organizations, or other persons whose interests and qualifications for the visit are confirmed by staff. The Warden may waive the requirement for the existence of an established relationship prior to confinement for visitors approved under this section.
 - * h. **CLERGY, FORMER OR PROSPECTIVE EMPLOYERS, SPONSORS, AND PAROLE ADVISORS:** The requirement for the existence of an established relationship prior to confinement does not apply to visitors in this category.
 - (1) **Minister of Record.** An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title to the inmate's visitor list. An inmate may only have one minister of record on his visiting list at a time. The addition of the minister of record will not count against the total number of authorized regular visitors and inmate is allowed to have on his visiting list.
 - (2) **Clergy.** Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and will count against the total number of regular visits allowed. Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by clergy if the inmate wishes to visit with the clergy.
- Clergy/minister of record visits will be conducted in the visiting room during regularly scheduled visiting hours.
- i. **VISITING ROOM OPERATIONS:**
 - 1. Authorized visiting days are Thursday and Friday, 4:30 P.M. to 9:15 P.M., Saturday, Sunday, and Federal Holidays, 8:00 A.M. to 3:00 P.M. Federal Holidays include New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

- * 2. Inmates are not limited to the number of visits they may have a month, but are limited to six visitors, regardless of age, at any one time unless prior approval is obtained from the Unit Manager.
3. The visitor will be required to complete a BP-S224.022, "Notification to Visitor" form in its entirety prior to visiting. A supply of "Notification to Visitor" forms will be maintained in the visitors waiting room, located in the northwest corner of Lloyd building. Once the "Notification to Visitor" form has been completed, the visitor will take it to the Control Center Officer and return to the waiting room until summoned by the Visiting Room Officer for processing.

* Upon arrival of a prospective visitor to the institution Visiting Room, the visitor will present the officer with picture identification. Each visitor, age 16 and above, is required to present a form of photo identification. Forms of appropriate identification are driver's license, passport, or state or county identification cards. The Visiting Room Officer will check the inmate's visiting file to verify the visitor is approved. All inmate visitors must successfully pass through the metal detector.

A copy of the Rules and Regulations (Attachment A) will be available in the visitors' waiting area. These rules are made available to inmates to mail to their visitors ahead of time.

The only authorized items allowed in the Visiting Room are the following: identification, sealed tobacco products, keys, money for vending machines, feminine hygiene products, diapers and bottles for immediate infant care, and asthmatic inhalers. All items entering or departing the visiting area are subject to search and possible seizure. Any document or paper needing a signature or examination by the inmate must be approved by the unit team prior to the visit. Unauthorized items will be stored in the visitor's locked vehicle. The only exception will be an attorney(s), who may bring in briefcases, and visitors with babies, who may bring in a reasonable amount of diapers and baby bottles. These items will be closely inspected for contraband. Diaper bags or strollers will not be allowed. Diapers and baby bottles will be carried in hand or in a clear plastic bag. Visitors should carry no more than one change purse (approximately 5" X 8"), preferably clear plastic. When medication is necessary, it will be kept by the Visiting Room Officer, except cardiac medication and asthmatic inhalers, which may be kept by the visitor or inmate.

4. Visitors are to be dressed in a manner considered appropriate for a correctional environment. Visiting is a family activity. All visitors must wear footwear. Short shorts, mini skirts, short culottes, halter tops or spandex dresses, blouses or other apparel revealing in nature are prohibited. Shorts or dresses must be knee length or longer. The Lieutenant or Duty Officer will determine if a visitor is improperly dressed and notify them of their inability to visit based on dress.

5. Inmates receiving visits are required to wear clothes which are neatly pressed (institution issue only). Inmates are required to wear underwear. Institutional shoes or tennis shoes are the only footwear authorized in the Visiting Room. No thongs, shower shoes, or slippers may be worn without authorization of Health Services. The inmate may have in his possession one handkerchief, one wedding ring, one comb, and one pair prescription glasses. Inmates are not authorized to have any medication on their person during a visit.

In the event Health Services require an inmate to maintain medication, i.e. heart medication, the Visiting Room Officer will maintain the medication at his or her station until the visit is complete.

Approved religious head gear and medals may be worn in the Visiting Room.

6. Smoking is not permitted in the Visiting Room.

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7. Children under the age of 16 may not visit unless accompanied by a responsible adult. The conduct of the child visitor will be the responsibility of the inmate and adult visitor. Conduct of children must not interfere with the orderly running of the Visiting Room or other inmate visits. Inmates will assist their children in placing the toys back in order. The signature of a parent or guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age. Ordinarily, completing the questionnaire portion of this form (items 1 through 14) is not required if the applicant is a verified immediate family member of the requesting inmate.
8. Conduct in the Visiting Room will be maintained at a respectable level. Embracing and a kiss upon arrival and departure are permissible. Unacceptable behavior will be cause for termination of the visit and result in disciplinary action on the inmate. Examples of inappropriate behavior are: excessive physical contact, crossing legs with each other, kissing other than at the start or finish of the visit, fondling and lying on the furniture. It is the inmate's responsibility to control the actions of his visitors. Special seating arrangements will be required if conduct by either the inmate or visitor is questionable. Inmates will be expected to pick up after themselves, including paper, cans and trash. Inmates are not allowed to visit with other inmates' visitors.
9. Any infractions of the Visiting Room rules noted by the Visiting Room Officer will be made known to the Operations Lieutenant. The Operations Lieutenant will then contact the IDO and a decision will be made to either terminate the visit or not terminate the visit. The final decision to terminate the visit will be the responsibility of the IDO.

10. Staff will monitor all visiting areas to prevent the passage of contraband and ensure the security and good order of the institution. This includes, but is not limited to, direct visual monitoring, monitoring via mirrors located in the visiting room, and video camera surveillance. All inmates will be pat searched entering the Visiting Room. When leaving the Visiting Room, inmates will be pat searched and randomly strip searched.
 11. Should inmates remain in the Visiting Room at the time the compound is closed, they will be placed into groups according to their housing assignments, i.e., Kingsbury/Durand/Lloyd. Once all inmates are separated according to their housing assignments, the Compound Officer will escort one group to either Kingsbury or Durand unit. The Visiting Room Officer will escort the remaining group to their assigned unit. Inmates assigned to Lloyd unit will be instructed to return to their unit unescorted via the elevator.
- j. **TRANSPORTATION ASSISTANCE:** To assist visitors in locating the institution, the telephone numbers of public transportation and directions are reflected on Attachment B. These will be posted in the Visiting Room and made available to the inmate to be mailed to the prospective visitors.
- k. **OUTDOOR VISITING:** Inmates and visitors will be allowed to use the outdoor visiting area as weather and space permits. Smoking is permitted in the outdoor visiting area, but will be confined to the designated smoking area. Persons under the age of 18 will not be permitted to smoke on institution grounds. Outdoor visiting will close at dusk during the weekday visiting.
1. **OUT OF INSTITUTION VISITS:**
- * 1. **HOSPITAL PATIENTS:** Inmates admitted to local hospitals are limited to visitors from their approved visiting list. Prior to visiting the inmate, permission of the Unit Manager must be obtained. The Unit Manager will also consult with the Captain and the Health Services Administrator initially to determine whether visiting will be allowed during the inmate's hospital stay. Hospital visiting hours and policies must be followed. An approved visiting list will be left at the hospital.
2. **YANKTON JAIL INMATES:** Pursuant to jail policy, inmates confined at Yankton jail are limited to visitors from their immediate family.
- m. **DENIAL OF VISITORS:** The IDO and Operations Lieutenant will be contacted prior to a visit being denied, and the IDO will have the final responsibility after consulting with the Operations Lieutenant on whether the visit is to be denied. Attachment D will be completed by the Operations Lieutenant and forwarded to the Captain along with any supporting memorandums.

* **Termination of Visits due to Exceeding the Maximum Capacity of Visiting Room:** The Lieutenant and Duty Officer will be consulted by the Visiting Room Officer prior to the Visiting Room Officer terminating any visits. Visitors will first be asked to leave on a voluntary basis. Termination will then be primarily based on

those inmates who have had visitors the longest that day, although additional factors will include the frequency of visits during the last thirty days and the distance traveled by the visitors. Special consideration will be given to continuing visiting for those who have traveled in excess of 400 miles from the institution.

- n. **SEARCHING VISITORS:** Staff may require a visitor to submit to a personal search, including items of personal property, as a condition of allowing or continuing a visit. Any personal items carried in the Visiting Room may be inspected by the Visiting Room Officer. If a personal search is deemed necessary, it must be authorized by the Warden or in the Warden's absence, the Administrative Duty Officer. Visitors must be given the opportunity to leave the institution in lieu of search, unless there is cause to detain and/or arrest.
- * o. **RECORD OF VISITORS:** A record of inmate visitors will be maintained in the Visiting Room in a bound ledger. The log book will contain the printed name of the visitor, the name and number of the inmate to be visited, time in, visitor's signature, and time departed.

5. **OFFICE OF PRIMARY RESPONSIBILITY:** Correctional Services

/s/

R. Martinez, Warden

Federal Prison Camp
Yankton, South Dakota

VISITING ROOM RULES AND REGULATIONS

It is the intent of this institution to provide visiting facilities and procedures which will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate, motivating him toward positive behavior. It is the responsibility of the Visiting Room Officer to supervise the visits. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs:

1. Visits are permitted from 4:30 P.M. to 9:15 P.M. Thursday and Friday, 8:00 A.M. to 3:00 P.M., Saturday, Sunday and Federal holidays.
2. Inmate visitors will only be allowed to park in the Look Hall parking lot. If this lot is full, then and only then, will parking be permitted in front of Look Hall, the side of Look Hall and the north side of 12th Street. The 12th Street parking is between Douglas and Pine Streets and in front of the football field only. Parking will **not** be permitted in front of residential housing along any of the above mentioned areas.
- *3. An inmate's immediate family: mother, father, step parents, brothers, sisters, wife and children are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for their visitors. In addition to immediate family members, the number of visitors on an inmate's approved list will be limited to ten. The maximum number of persons who may visit an inmate at one time is six. Visitors under the age of 16 must be accompanied by a responsible adult. Each visitor, age 16 and above, is required to provide proof of their identity and present a form of photo identification to the Visiting Room Officer. Forms of appropriate identification are driver's license, passport, or state or county identification cards. Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of his or her awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a violation of federal law (18 U.S. C. 1791) and is punishable by imprisonment and/or fine.
4. Smoking is not permitted in the Visiting Room, but is allowed in the Outdoor Visiting Area. Persons under the age of 18 will not be permitted to smoke on institution grounds.
- *5. On Saturday, Sunday, and legal holidays, there will be a 10:00 A.M. count. Visitors will be allowed to enter the Visiting Room until 9:15 A.M. Visitors arriving after 9:15 A.M. will not be allowed to visit until the 10:00 A.M. count clears. In addition, the cut off time for calling inmates for day visiting is 2:30 P.M. and evening visiting is 8:30 P.M. If the visitor or inmate leaves the Visiting Room, no further visits are permitted that day. When overcrowding conditions exist, visits may be terminated, first for local visitors who are able to visit frequently and next for those who have visited for the longest time. Visiting

September 17, 2004

may also be terminated because of institutional emergencies and improper conduct by the inmate or his visitor.

6. Embracing and kissing, as a greeting or farewell, is permitted within the limits of acceptable conduct only upon arrival and departure. When a visit is terminated due to unacceptable conduct, the inmate may receive a disciplinary report.
7. Visitors may not bring in anything for the inmate. It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while on a visit.
8. Visitors are to be dressed in good taste. Visiting is a family activity and order must be maintained. All visitors must wear footwear. Short shorts, mini skirts, short culottes, halter tops or spandex dresses, blouses or other apparel revealing in nature are prohibited. Shorts mid-thigh in length may be worn. The Lieutenant or Duty Officer will determine if a visitor is improperly dressed.
9. Visitors must maintain complete control of their children while in the Visiting Room or on institution property. For the convenience of visitors, a children's area has been established which has a television and various toys. Only the Officer may operate the television.
10. No cameras or recording equipment are permitted. No documents or papers are permitted in the Visiting Room without the approval of a member of the inmate's Unit Team.
11. A visitor suspected of attempting to introduce contraband may be subject to a detailed search of his or her person and property.
12. No one is permitted to wait in the parking lot or remain on the grounds for persons visiting an inmate.
13. Hobbycraft items may be taken out of the institution with prior written approval. The appropriate form must accompany any item released through the Visiting Room. The Visiting Room Officer will inspect any and all items being released in this manner.
14. The only authorized items allowed are the following: identification, sealed tobacco products, keys, money for vending, feminine hygiene products, diapers and bottles for immediate baby care and asthmatic inhalers. When medication is necessary, it will be kept by the Visiting Room Officer, except cardiac medication and asthmatic inhalers, which may be kept by the visitor or inmate. Medication is limited to only that supply needed for the duration of the visit.

Please contact the Visiting Room Officer if you have any questions about visiting regulations.

_____/s/
R. Martinez, Warden

TRAVEL INFORMATION

Federal Prison Camp, Yankton, South Dakota, is located approximately 60 miles northwest of Sioux City, Iowa and 85 miles southwest of Sioux Falls, South Dakota.

From Sioux Falls, take I-29 South to State Road 46 West. Take State Road 46 West to State Road 81 South into Yankton.

From Sioux City, take I-29 North to State Road 50 into Yankton.

LOCAL PUBLIC TRANSPORTATION

YANKTON

Taxicabs:	Dean's Cab	605-665-4551
	River City Cab	605-665-2777



U.S. Department of Justice
Federal Bureau of Prisons
Federal Prison Camp

Office of the Warden

P.O. Box 680
Yankton, South Dakota 57078

Date

MEMORANDUM FOR VISITING ROOM OFFICER

FROM: R. Martinez, Warden
SUBJECT: Special Visit Authorization

Inmate _____, Reg. No., _____

is authorized a special visit for (Month/Day/Time) _____

with _____ for reason(s) listed below:

____ Attorney
____ Family
____ Pre-release
____ Other

Explanation: _____

cc: Central File
Visiting Room
Control Room
Lieutenant's Office



YAN 5267.7A
*Attachment D
September 17, 2004

U.S. Department of Justice
Federal Bureau of Prisons
Federal Prison Camp

Office of the Captain

P.O. Box 680
Yankton, South Dakota 57078

Date

MEMORANDUM FOR J. BARNHART, CAPTAIN

FROM: _____ Operations Lieutenant

SUBJECT: Visitor Denied Entrance to Visiting Room

On the above date, at _____ (A.M.)(P.M.), the following visitor (Mr.) (Mrs.) (Miss)

_____, was denied entrance to the Visiting Room.

Inmate Concerned:

Name

Register Number

Reason for denial:

1. Improper or No Identification
2. Not on Inmate Visiting List
3. Under age without Parent/Guardian
4. Other _____

cc: Visiting Room File
Unit Team
Institution Duty Officer

U.S. Department of Justice
Federal Bureau of Prisons
Federal Prison Camp

Office of the Unit Management

P.O. Box 680
Yankton, South Dakota 57078

Date

MEMORANDUM FOR INMATE'S NAME: _____
INMATE'S REG. #: _____

FROM: _____, Unit Manager

SUBJECT: Visiting Privileges

Pursuant to Bureau of Prisons Program Statement 5267.06, Visiting Regulations, your request for visitation privileges with _____ has been denied for one of the following reason(s):

- ☐ **Unfavorable information found during a background investigation**
- ☐ **You did not know this person prior to your incarceration**
- ☐ **This person provided false statements on the Visitor's Form**
- ☐ **This person is currently active on another inmate's visiting list at FPC Yankton**
- ☐ **Other reason**

Information contained in the Visiting Form(s) is protected under the Freedom of Information Act and placed in the Freedom of Information Exempt Section of your Central File.

cc: Central File
Inmate